



**TO:** All Department Personnel  
**FROM:** Paul Pazen, Chief of Police  
**DATE:** July 22, 2019  
**NUMBER:** (REVISED) 10-01  
**SUBJECT:** U-Visa Interim Relief Certification (Form I-918, Supplement B)

Through the Victims of Trafficking and Violence Protection Act of 2000 (Public Law No. 106-386) and the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Public Law 109-162) Congress has established a U non-immigrant classification to provide legal status to victims of specified crimes that is intended to strengthen the ability of law enforcement agencies to investigate and prosecute cases of domestic violence, sexual assault and other crimes against persons while offering protection to victims of such crimes.

Final eligibility and approval of any U-Visa application will be made by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS).

A required section of the U-Visa application includes an I-918, Supplement B, U Nonimmigrant Status Certification Form that must be submitted to the USCIS by the petitioning party after receiving signed certification by the head of the certifying agency. A certifying agency must be a Federal, State or local law enforcement agency, prosecutor or authority or Federal or State judge that has the responsibility for the investigation, prosecution, conviction or sentencing of the qualifying criminal activity of which the petitioner was a victim.

The Chief of Police has designated the Director of the Denver Police Department's Crisis Services Division as the Certifying Official for all I-918, Supplement B Forms submitted for consideration by the Denver Police Department. Any member of the Department wishing to submit a U-Visa Certification (Form I-918, Supplement B) shall forward the request in writing to the Director of the Crisis Services Division who will prepare the necessary documentation and complete the final review.

Requests for signature of the U-Visa I-918, Supplement B Form must meet the following guidelines and criteria:

- The petitioning victim must qualify as "helpful" pursuant to the definition in Part 4(B) of the Form I-918, Supplement B Instructions which state:

Denver Police Department  
1331 Cherokee St. | Denver, CO 80204  
[www.denvergov.org/police](http://www.denvergov.org/police)  
p. 720-913-6527 | f. 720-913-7029

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*"Being "helpful" means assisting law enforcement authorities in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim. Alien victims who, after initiating cooperation, refuse to provide continuing assistance when needed will not meet the helpfulness requirement. There is an ongoing responsibility on the part of the victim to be helpful, assuming there is an ongoing need for the victim's assistance."*

- Additionally, pursuant to this definition, victim helpfulness must be established within the police report. In the event that certification requests are submitted involving cases that are no longer available through Versadex or the DPD Records Section then the I-918 certification shall not be signed as the victim's participation through the investigative process cannot be identified.
- The qualifying criminal event or victimization must not be substantially attributable to or a result of a wrongful or criminal act on the part of the petitioning victim.
- Corroboration that the qualifying criminal event took place must be established.
- The Denver Police Department will not knowingly review or certify any I-918 Supplement B Form that has been previously denied by the Denver District Attorney's office, the Denver City Attorney's Office or any other certifying agency.



**CITY AND COUNTY OF DENVER**  
**DEPARTMENT OF SAFETY**  
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Denver Police Department  
1331 Cherokee Street  
Denver, CO 80204-2720  
Phone: (720) 913-6527  
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**INTER-DEPARTMENT  
CORRESPONDENCE**

**TO:** All Department Personnel  
**FROM:** Robert C. White, Chief of Police  
**DATE:** June 14, 2012  
**NUMBER:** (REVISED) 10-01  
**SUBJECT:** U-Visa Interim Relief Certification (Form I-918, Supplement B)

Through the Victims of Trafficking and Violence Protection Act of 2000 (Public Law No. 106-386) and the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Public Law 109-162) Congress has established a U non-immigrant classification to provide legal status to victims of specified crimes that is intended to strengthen the ability of law enforcement agencies to investigate and prosecute cases of domestic violence, sexual assault and other crimes against persons while offering protection to victims of such crimes.

Final eligibility and approval of any U-Visa application will be made by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS). A required section of the U-Visa application includes an I-918, Supplement B, U Nonimmigrant Status Certification Form that must be submitted to the USCIS by the petitioning party after receiving signed certification by the head of the certifying agency. A certifying agency must be a Federal, State or local law enforcement agency, prosecutor or authority or Federal or State judge that has the responsibility for the investigation, prosecution, conviction or sentencing of the qualifying criminal activity of which the petitioner was a victim.

The Chief of Police has designated the Director of the Denver Police Department's Victim Assistance Unit as the Certifying Official for all I-918, Supplement B Forms submitted for consideration by the Denver Police Department. Any member of the Department wishing to submit a U-Visa Certification (Form I-918, Supplement B) shall forward the request in writing to the Director of the Victim Assistance Unit who will prepare the necessary documentation and complete the final review.

Under no circumstances shall any member of the Department sign any U-Visa Certification forms or documents.

Requests for signature of the U-Visa I-918, Supplement B Form must meet the following guidelines and criteria:

- The petitioning victim must qualify as "helpful" pursuant to the definition in Part 4(B) of the Form I-918, Supplement B Instructions which state:

*"Being 'helpful' means assisting law enforcement authorities in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim. Alien victims who, after initiating cooperation, refuse to provide continuing assistance when needed will not meet the helpfulness requirement. There is an ongoing responsibility on the part of the victim to be helpful, assuming there is an ongoing need for the victim's assistance."*

- Additionally, pursuant to this definition, victim helpfulness must be established within the police report. In the event that certification requests are submitted involving cases that are no longer available through Versadex or the DPD Records Section then the I-918 certification shall not be signed as the victim's participation through the investigative process cannot be identified.
- The petitioning victim must not have any substantial or significant criminal history.
- The qualifying criminal event or victimization must not be substantially attributable to or a result of a wrongful or criminal act on the part of the petitioning victim.
- Corroboration that the qualifying criminal event took place must be established.
- Pursuant to Section 6 (Certification) of the I-918 Supplement B Form, the Director of the Victim Assistance Unit shall notify the Denver District Attorney's Office or Denver City Attorney's Office in writing of all signed I-918 Supplement B Forms involving cases that were filed with their respective offices Office if the case was filed prior to the submission of the certification request to the Denver Police Department. Following this notification the District Attorney's Office or City Attorney's Office can elect to notify the U.S. Citizenship and Immigration Services (USCIS) in writing, pursuant to Section 6-Certification of the Form I-918 Supplement B instructions of their request to have the certification withdrawn if the victim unreasonably refuses to cooperate with the prosecution as required in Part 4(B) of the Form I-918, Supplement B instructions.
- The Denver Police Department will not knowingly review or certify any I-918 Supplement B Form that has been previously denied by the Denver District Attorney's office, the Denver City Attorney's Office or any other certifying agency.